

## LOTUS FLOWER TRUST

### FUNDRAISING AND FINANCIAL CODE OF PRACTICE

#### **FUNDRAISING:**

##### **The Aim:**

To raise money, mostly in the UK, to fund the building of Schools, Homes, Skills Centres and such like buildings for destitute children and who live in remote areas of India.

##### **Authorisation for fundraising:**

No fundraising is allowed to begin until after projects are put before the Trustees and they agree the project to be worthy of financial support.

##### **Allocation of Funds:**

10% of all donations should be put aside for "Administration" purposes and "Project Management" will be funded as part of the "cost to build". This is a flexible figure but will only be amended after discussion with Trustees and in reaction to changing costs.

##### **General Funds:**

Few Trusts or businesses will donate funds for the running of charities. However, when small donations are received, and where appropriate, they are allocated to "Administration".

##### **Ring-fencing:**

All donations, primarily raised against individual projects, are to be "ring-fenced" for those projects alone. Funds donated for general purposes i.e. for the Trust as a whole, should be allocated either to "Administration" or to a suitable project or an item chosen from the "pledges list" by the CEO or Trustees.

##### **Excess Funding:**

Should funds raised for a specific Project / Appeal exceed the funds required, the CEO must discuss this with the donor to ensure they are happy to re-allocate funds to another project or, if requested, returned to the donor.

### **Fundraising Plan / Strategy:**

The Trust is to approach researched Trusts and Businesses who donate funds to Charities such as Lotus Flower Trust and have been identified from the various Fundraising books published by the Department for Social Change (DSC). All Trusts and Businesses should be further researched on line to ensure the most up to date information is being used. Normally potential funders should only be approached for once a year.

Funding can also be raised through the personal business contacts of Trustees, Individuals, and Friends of the Trust.

Funds from the above are to be allocated to specific projects and if not to the "Administration" of the Trust.

Small amounts of funds can be raised through speaking events and fundraising parties. These funds are to be allocated to either specified projects or to "Administration" at the behest of the event organisers.

### **Schools / Businesses:**

Funds raised by pupils of a school or the staff of a business who are taking part in a Lotus Flower Trust overseas activity must be supervised by school staff and business management. They are to be briefed by the CEO of the Trust about the type of behaviour that is required by individuals raising money on behalf of the Trust. These funds should be raised for an identified project.

### **Communication with Funders:**

The CEO must acknowledge all donations other than those personally known to Trustees who should thank them themselves.

The CEO must keep in touch with funders over the life of a project sending them appropriate reports and photographs. They must also be acknowledged on the Web-site and in any books produced by the Trust or PR articles where appropriate.

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## **FINANCIAL CONTROLS including paying staff:**

### **Just Giving:**

Many donors do so through “Just Giving”. This must be monitored on a monthly basis and allocated to specific projects or “administration”.

### **Blue Book:**

All money received in the office and all monies going out from the Trust are to be recorded in the Blue Book. Duplicate copies of these transactions are to be kept in the office and top copies with appropriate invoices and letters etc are to be handed to the Book-keeper for recording.

### **Cheques:**

Cheques which are received are to be banked and allocated against identified projects or administration and recorded in the “Blue Book”. Cheques paid out in answer to an invoice are to be signed by the Chair of Trustees and counter signed by the CEO.

### **Monthly Project / Administration Accounts:**

These are to be produced by the Book-keeper and analysed by the Trust’s CEO who must keep interested parties, those receiving funds for projects and those raising funds, informed of the current situation.

### **Bank Statements:**

Are to be sent to the office every Monday and checked by the CEO and Book-keeper.

### **Fund Allocation:**

Bank Transfers are to be issued under the double signatures of the Chair of Trustees and the CEO when funds are required for projects or to meet invoices.

They should be done on line to the FCRA Bank Accounts of the managing NGOs by the Book-keeper.

**Overseas Float:**

Should the CEO require any funds while travelling in India then a cash cheque is to be issued by the Chair of Trustees and counter signed by the CEO.

Transactions are to be recorded in the "Overseas blue book" and countersigned by the recipient of the funds. Top copies of blue book entries are to be handed to the Book-keeper.

**Salaries:**

The salaries of Laura Cowdery and Becky Hamilton-Ross are to be paid on line by the Book-keeper. This is only to be done after receiving authorisation from the CEO.

**Lotus Flower Trust Card:**

A Barclay Card, this is to be used primarily to purchase stationary items in the office, ink and paper for Philip Dean and to pay for the production of Books from Blurb. All these purchases are to be authorised by the CEO. On occasions if the CEO has to use his own personal card he must reclaim this through the Chair of Trustees via the Book-keeper.

John Hunt CEO.

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